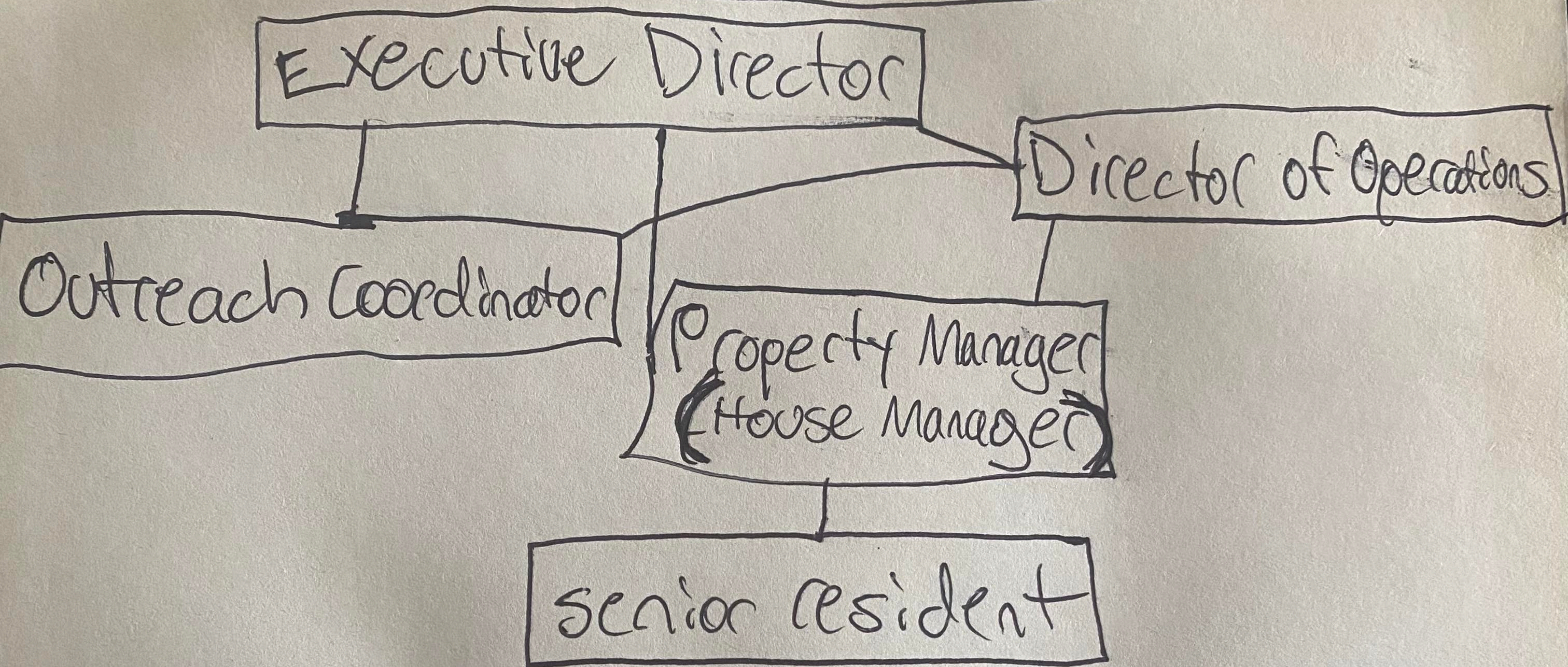


Organizational Structure





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Our staff consists of six individuals, all of whom contributed at least one year of volunteer services before becoming paid employees. Our full time staff consists of an Executive Director, who communicates with the board of directors, and a Director of Operations who communicates with the Executive Director. Our part time staff consists of three positions, Outreach Coordinator, Property Manager, and SIR property manager, all of whom communicate with the Executive Director. House Managers, who are not considered staff, communicate with the Property Managers, and Directors.

	Executive Director	
Director of Operations	Property Manager (house manager) (2)	Outreach Coordinator
	Senior Residents (6)	

Full time Staff:

- The Executive Director is responsible for overseeing daily operational tasks within the houses, training all staff, implementing and effectively delivering the Savage Sisters program. Building relationships with mental health providers and programs offered to the residents. Creating and distributing materials for in-house use regarding available programs and assistance. Advocating with Parole, probation and in all avenues of the legal system for those residing at Savage Sisters. Creating and training intake interview procedures, conducting intakes interviews and on property admissions sessions. Weekly household meetings to discuss treatment plans and progress, redirections and areas in need of focus. Property inspections, med log inspection and safety checks. In-house Narcan training for all residents. In addition to the houses, the Executive Director created and implemented outreach set up and distribution. Continuously oversee all procedures, connect with donors and contributors to increase our reach, work closely with city departments to ensure safety measures are being taken and we are following guidelines to serve the community. The Executive Director also works to increase funding for the nonprofit that will assist us in our mission. This is done through in-person meetings, grant applications, researching funding sources and networking within the community locally as well as federally. Finally, the Executive Director oversees the new projects Savage Sisters develop and deliver educational seminars state-wide.
- The Director of Operations is responsible for setting up and maintaining banking, finance, and merchant services accounts. For creating, maintaining, and reporting financial records and reports to the Treasurer of the board of directors. For attending board meetings, communicating with board members, and sitting on the fundraising/finance committee. For assisting in the creation and upkeep of bylaws. For fundraising via cold calling, marketing, and creating events. For researching, completing, and submitting grant requests on the state, federal, and foundational level. For creating content, and interacting with people on social media accounts. For providing donors that make contributions higher than \$250 with letters of donations. For assisting in the creation of newsletters, and adding emails to subscription databases. For developing and maintaining relationships with corporate entities. For creating, developing, and marketing sponsorship opportunities. For gathering and organizing data for our housing, and outreach program effectiveness. For providing web developers with content for website updates. For



assisting with and attending Outreach events. For working with the board of directors to find houses for us to rent, signing the lease on those houses, setting up utilities on the houses, and mailing rental checks each month. For paying invoices. For working with the Director of SIR to assist with the men's housing program. For providing residents with job search support, and resume building.

Part time staff:

- The Outreach Coordinator is responsible for running Outreach events every week, and the third Saturday of every month. This requires mac to source materials for outreach. Materials are sourced through in kind donations made by the community, and regular in kind donations made by supportive organizations and individuals. They are also responsible for purchasing materials for outreach, documenting expenses, and sending invoices to Outreach fund providers. The Outreach Coordinator is also responsible for organizing and preparing Outreach materials before events. Additional responsibilities include coordinating with volunteers, and other staff attending Outreach events, and attending Outreach events in person. During outreach events, the Coordinator is responsible for maintaining a constructive and safe environment for volunteers and staff, delegating responsibilities such as clean up crew, on the go crew, and tablers. Lastly, the Outreach Coordinator is responsible for recording the effectiveness of our Outreach events, which requires the recording of materials distributed, how many people are served, how many people attend events, how many needles are picked up and turned into department of health, how many people are transported to treatment facilities, ad how many vaccines are administered.
- The Director of SIR is responsible for assisting our mens programs house managers, and property managers in maintaining the property, enforcing rules and regulations, administering house managers and property managers drug tests, attending weekly house meetings, supporting residents as needed.
- The Female Property Manager is responsible for handling phone intake interviews, assisting house managers with daily tasks, enforcing rules and regulations and handling non urgent issues directly. Additionally, they are responsible for ensuring that residents are held to high levels of accountability, overseeing drug screen analysis weekly, medication logs, DDAPS regulated protocols are followed in-house regarding medications and remaining involved closely with implementation of the rules. Property managers ensure house managers are completing their daily and weekly inspections and documenting issues appropriately. Lastly, property managers are responsible for ensuring all safety equipment in the houses is up to date and available for all residents in case of an emergency.
- The Male Property Manager is responsible for handling phone intake interviews, assisting house managers with daily tasks, enforcing rules and regulations and handling non urgent issues directly. Additionally, they are responsible for ensuring that residents are held to high levels of accountability, overseeing drug screen analysis weekly, medication logs, DDAPS regulated protocols are followed in-house regarding medications and remaining involved closely with implementation of the rules. Property managers ensure house managers are completing their daily and weekly inspections and documenting issues appropriately. Lastly, property managers are responsible for ensuring all safety equipment in the houses.
- House Managers are responsible for leading by example, attending meetings with residents, enforcing House Rules, Intake Process, Rule and Consequence Enforcement, UA & Breathalyzer Administration, Covid 19 Best Practices, Financial and Record Keeping Responsibilities.